

NASIG Board Meeting Agenda

August 14, 2023 | 12:30 - 2 pm

<https://us02web.zoom.us/j/87811937763?pwd=blITOFhQanFJYnVTZ0luZDk2ODZxQT09>

[Shared drive - NASIG Board 2023-2024](#) [Action items](#) [Information for Committee Chairs](#)

Executive Board:

President: Courtney McAllister, 2023/24

Vice President/President-Elect: Paul Moeller, 2023/2024

Secretary: Willa Tavernier, 2021/24

Treasurer: Shannon Keller, 2022/24

Members at Large:

Treasa Bane, 2021/24

Moon Kim, 2021/24

Ilda Cardenas, 2022/25

Xiaoyan Song, 2022/25

Heather Staines, 2023/2026

Ex Officio

Steve Oberg (*Social Media & Marketing Coordinator*)

Matthew Ragucci (*Social Media & Marketing Coordinator in training*)

Nicole Ameduri (*Treasurer in training*)

Guests

Jacqueline Brellenthin, Site Selection Committee

Apologies

Chris Burris, 2023/2025

Mary Ann Jones (*Newsletter Editor*)

Past President: Dana Sinclair, 2023/24

- 1.0 President Courtney called the meeting to order at 12:32 pm

- 2.0 Secretary Matters - Willa informed the Board that the minutes of July 10 received sufficient votes for approval. She updated Board members that an E&I section had been added to the committee report template and asked that Liaisons remind committees of the [reporting schedule](#). In addition, she requested that Board members accept Google Space invitation for NASIG 2023-2024 action items to keep track of tasks coming out of meetings. President Courtney suggested that where an action item is to seek information members should add a note setting out the information requested in addition to marking tasks completed. Finally, Willa drew the Board's attention to an E&I opportunity with

C4DISC, of which NASIG is a founding member, to form a DEIA Community of Practice, and suggested that the E&I liaison bring this to the committee's attention <https://c4disc.org/2023/07/26/welcome-to-the-c4disc-deia-community-of-practice/>

- 3.0 Xiaoyan Song, liaison to the Continuing Education Committee (CEC) brought a CEC request to the Board to have the first webinar of the year be a free one. The topic of the webinar is “Working to bring out the best with INVEST”. She informed Board members that CEC is actively planning four webinars for the year looking at trends like AI in libraries and other matters and this first webinar is intended to attract a greater audience who would form a targeted audience for future paid webinars. She also added that the CEC welcomes ideas for webinars. Board members discussed the importance of the value proposition for membership, and encouraged looking at the areas identified in the Strategic Plan for continuing professional development. By consensus the Board agreed to make the webinar free for NASIG members, and paid for other attendees but discounted for members of NASIG strategic affiliates. The Board asked that Xiaoyan communicate this to CEC and ask CEC to propose the webinar rates for approval.
- 4.0 Update from Virtual Conference Committee
- Dates of virtual conference: Courtney advised that the VCC is looking at two dates which are very similar, October 16-18 or 17-19. Members discussed other conferences happening that week such as the Frankfurt Book Fair running 18-22 October and the AI for libraries conference on 19 October, and settled on the dates of October 16-18 for the virtual conference.
 - Members discussed the date that registration will open and Courtney advised that the registration will open with the call for proposals. The call is drafted and will be circulated among VCC members soon but some members are out until next week. To give them some time to review and approve, Courtney expects that the call should be ready to go out the week of Aug 28, 2023 . Members also discussed a group rate for the virtual conference.
 - Courtney will email the Registrar, Shannon and Nicole to arrange for the opening of registration
 - Members were in favor of a group rate, that is as simple as possible - Courtney will check with Maria about what functionality Wild Apricot can support
 - Virtual Conference Proceedings
 - Members discussed how proceedings of the virtual conference should be published, as the Proceedings Committee indicated at the previous board meeting that they are unable to handle 2 sets of proceedings per year.
 - Members felt that this was a good opportunity to provide content for the newsletter which is being revived and took note that our newsletter host,

Clemson University, has confirmed that each article in the newsletter can be assigned a doi.

5.0 Reimbursement Policy and Strategic Affiliates (*Moon, Shannon*)

- Pre-reading - NASIG Compensation and Reimbursement Policy DRAFT Updates - Google Docs
- Moon and Shannon gave an overview of the changes. These were to bring the document in line with actual practice. Members discussed division of honoraria between speakers and speakers who are unable to accept honoraria and what policies should apply e.g. speaker identified donation or funding speaker's institutional professional development account. Members agreed that Shannon and Moon should prepare a discussion draft for what we do when speakers cannot accept honoraria. This will not be part of the policy but will inform current practice which will allow future boards flexibility to adjust to circumstances.
- The revisions include two \$600 travel stipends to reimburse expenses related to conference travel for the Production Editor and second year Proceedings Editor. The Incoming Proceedings Editor and Production Assistant receives a waiver for 1/2 of the basic conference registration. Members discussed divergence with website where Taylor and Francis used to sponsor those travel stipends at a rate of \$1000, and honoring this for this year's committee. Members also discussed seeking sponsorship for these stipends now that we are not with TandF and have to pay for publishing the OA proceedings instead of receiving income.
- Members were asked to review the changes further with a view to voting on the policy at the September meeting.

6.0 The further proceedings questions item was tabled.

7.0 NASIG 40 (2025) - (*Nicole*)

- Nicole asked for the Board to give the go ahead to plan a NASIG 2025. Jacqueline Brellenthin gave an overview of the Site Selection meeting where the committee members selected June 2-6 as the preferred date, May 19-23rd of 2025 as choice 2, and June 9-13th as choice 3. The site selection committee's questions for the Board are what are the must haves vs nice to have factors in selecting a location as the committee intends to have a list of sites and costs to the Board in November. Jacqueline also noted that the Memorial Day weekend can cause conflicts, but any later in June is problematic as it is fiscal year end for many institutions.
- Members discussed prior conversations about moving away from annual in person conferences to a virtual annual conference in alternate years or smaller regional symposiums (that people can drive to).

- In addition, Courtney and Nicole noted that vendors will not sponsor a virtual conference, while Willa pointed to the criteria set by the Board in the minutes of the pre-conference Board meeting of May 22.
- In conclusion Courtney and Jacqueline reminded Board members that this is seeking approval for gathering site selection information not committing NASIG to a 2025 in person conference. Board members had no objection and noted that this was in fact already actioned by the Board at the May 22 meeting. Steve suggested Albuquerque as a city to look at and Jacqueline concluded by inviting members to email her with suggestions on cities.

8.0 Treasurer's Report - (*Shannon*)

- Shannon advised that the US Bank account setup has been completed and she is in the process of setting up online banking.
- The next step is to apply for a NASIG credit card for which she needs the original Articles of Incorporation. NASIG was incorporated 2 years before New York state has digital copies of Articles of Incorporation so she will have to write in to request a hard copy which requires a \$5 money order and mailed request to NY State to get official Articles of Incorporation.

9.0 President Courtney adjourned the meeting at 2:02 pm.